



# ST. MICHAEL'S SCHOOL 2015-2016

**Celebrating our 50<sup>th</sup> Anniversary  
and  
25 years of Fine Arts Focus!  
STUDENT AGENDA AND SCHOOL HANDBOOK**

**865 Black Blvd. NW**

**Medicine Hat, AB**

**T1A 7B5**

**Office: 403 - 527-7242**

**Fax: 403 - 527-9651**

**[www.stmichaelsmh.ca](http://www.stmichaelsmh.ca)**



***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



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## WELCOME

Welcome to St. Michael's Fine Arts Focus School! We are a **School Community of Learners committed to promoting excellence in a caring and safe learning environment.** The continued support and encouragement from parents is invaluable. Working together we can do more. Every school day will be filled with new educational experiences, challenges and opportunities. We look forward to a year filled with rewarding accomplishments.

## MISSION STATEMENT

St. Michael's School provides an education based on the teachings of Christ that is both a preparation for life and a way of life. Catholic Education provides for the physical, intellectual, emotional and spiritual development of the whole person. A climate of love, trust and mutual respect invites responsible decision-making.

Special emphasis on the fine arts and their integration throughout the curriculum develops creativity and personal initiative, and encourages a desire for life-long learning.

Co-operation among families, school staff and clergy within St. Michael's community is demonstrated by a commitment to the school mission.

*“Our Journey: Growing in Faith,  
Learning and Community”*

## PRAYER TO ST. MICHAEL



Saint Michael the Archangel, defend us in battle, be our protection against the wickedness and snares of the devil. May God rebuke him we humbly pray; and do thou, O Prince of the Heavenly host, by the power of God, cast into hell Satan and all evil spirits who wander through the world seeking the ruin of souls. Amen

## ST. MICHAEL'S SCHOOL

St. Michael's School is named after God's messenger to the souls of the righteous. His name means, "Who is like unto God." St. Michael is the champion of the faithful in their strife with the powers of evil. He is the special patron and protector of those who love and follow Jesus Christ. St. Michael is the protection Archangel, patron of police officers and bringer of the gift of patience, angel of careers, achievements, ambitions, motivation, and life tasks. St. Michael's Feast Day is September 29<sup>th</sup> and is celebrated by our school every year.

## HISTORY OF ST. MICHAEL'S

St. Michael's school opened its doors to students in 1965. It was officially opened after the addition of a gym and east wing in October 1968. Further expansion included the addition of the drama facility and one classroom in September 2000. State of the art renovations were completed in September 2004 for the LAP classroom. In 2010 two new modular classrooms were added to the east wing and another in 2012 to accommodate our increased enrollment. **This year our school turns 50 years old!**

St. Michael's School is also **celebrating the 25<sup>th</sup> anniversary** as the designated **fine arts focus school** for our Catholic District. It is a magnet school, drawing students from around the city as well as being the home school for NW Crescent Heights, the SW Hill area and Redcliff. Since 1990, instructional minutes have been maximized to provide an overall Catholic Education with a fine arts focus. The arts bring wonder to learning. Our **motto is "Works of Art in the Making"**. Our school colours are royal blue and yellow.

## FINE ARTS FOCUS



Music, movement, art, and drama are integrated throughout the curriculum into students' daily learning. An options program featuring various visual and performing arts selections is offered for all grade four- six students. Each term, students may select from various options based on student and teacher interests. An annual fee of \$20.00 is charged to cover costs for all fine arts activities including attending productions and guest performances.

## INFORMATION

Office\* ..... 403 - 527-7242\*  
School Office Hours.....8:00 a.m. - 4:00 p.m.  
Fax ..... 403- 527-9651  
Website .....(district) [www.stmichaelsmh.ca](http://www.stmichaelsmh.ca)  
E-mail..... (Principal) [ron.blackmer@mhcbe.ab.ca](mailto:ron.blackmer@mhcbe.ab.ca)

\*After hours service

## DAILY CLASS SCHEDULE (GRADES K-6)

**Opening Bell**.....8:37 a.m.  
**Classes Begin**..... 8:42 a.m.  
**Recess**.....10:15-10:30 a.m.  
**Recess/Lunch**.....12:00-12:45 p.m.  
**End of School Day**..... 3:10 p.m.

# MEDICINE HAT CATHOLIC BOARD OF EDUCATION

## MISSION

In partnership with family, Church, and community, we provide Catholic Education of the highest quality to our students.

**MOTTO** - "SHOWING THE FACE OF CHRIST TO ALL"

## VALUES

We believe that Catholic education is a ministry that is at the heart of the church. In our ministry, we value and celebrate:

- Teaching and living our Catholic faith.
- Our Catholic traditions.
- Our ability to offer a full range of educational programs for all students.
- The uniqueness of each child
- The value of the arts in education

## PRINCIPLES OF PRACTICE

In our ministry we are called, always and everywhere, to:

- Model Christ
- Prayer
- Service
- Strive for Excellence in academics and the arts
- Build Community

## SCHOOL DISTRICT PERSONNEL

Mr. J. Colistro	Superintendent
Mr. Chuck Hellman	Associate Superintendent
Mr. H. Lehr	Associate Superintendent
Mrs. Kym Porter	Primary Consultant
Mrs. Jill Wilkinson	Religious Education Coordinator
Mr. Greg MacPherson	Secretary-Treasurer

## BOARD OF TRUSTEES

Mr. Peter Grad – Chair  
Mr. Dick Mastel – Vice-Chair  
Mrs. Regina Durst, Rev. Robert Risling

## ST. MICHAEL'S TEACHING STAFF

Mr. Ron Blackmer	- Principal
Mrs. Bev Fune	- Kindergarten
Mrs. Nicola Dobek	- Grade 1
Mrs. Melissa Scory	- Grade 1/2
Miss Rhonda Gregus	- Grade 2
Mrs. Maria Sehn	- Grade 2
Ms. GERALYN RATH	- Grade 3
Mrs. Lenore Kowalchuk	- Grade 4, Art Facilitator
Mr. Drew Loehndorf	- Grade 4/5
Mrs. Laura Hoffman	- Grade 5/6
Mrs. Dana Wirachowsky	- Grade 6
Miss Monica Braat	- Inclusion Facilitator
Ms. Patricia Swan	- Music, choir
Mrs. Raevon Gehring	- FNMI

## SUPPORT STAFF

Mrs. Cathy Bachmier	- Secretary
Mrs. Terry Haag	- Head Custodian
Mrs. Robin Wong	- Library Technician

## LEARNING ASSISTANTS:

-LAP, PUF, Special Education,  
Early Learning Program

## SCHOOL COUNCIL

We are very fortunate to have a very dedicated, active and supportive School Council. The mission of St. Michael's School Council states that: the Council draws on the School and parish communities to work in partnership, providing guidance to staff, students and families and support to the Catholic Education Program. The goals include:

- To increase the partnership between the school and the parish community
- To increase the involvement between the community and the school
- To provide assistance and enrichment for the students in their Catholic Education Program.

St. Michael's School Council (Annual General Meeting) is held in June.

St. Michael's Funds for Fine Arts Society is affiliated with St. Michael's School Council. It conducts fundraising activities. Funds support student projects and activities.

## EMERGENICIES AND MEDICAL

An **Out of School Care Program** is affiliated with St. Michael's School Council. Before and after school care information is available by contacting the school office or by checking the school web site. **(Program Supervisor: Mrs. Nova Lee Townsend)**

### STUDENT FEES

The schedule of school fees for 2014-2015:

Kindergarten - \$55.00

Grade 1-6 - \$ 60.00

Fine Arts Fee - \$ 20.00 (for Gr. 1-6)

Please make cheques payable to St. Michael's School. School Fees are due by September 30, 2015.

### SCHOOL SUPPLIES

St. Michael's School provides students with all textbooks and some supplies. Students are expected to treat all school property and equipment with respect. Classroom teachers will issue **school supply lists** for each class. Please ensure that all supplies are labeled with child's initials and grade.

### FOOTWEAR

Parents are asked to provide their child/children with another pair of shoes or appropriate footwear. These indoor shoes help keep our school and working environment clean, especially during days of inclement weather and definitely during the winter months. Black soled shoes are not permitted for indoor wear at school.

### DRESS CODE

Appropriate clothing for school is necessary for every season. Hats and mitts and layers help keep students warm on cold days. On hot weather days, especially, appropriate clothing for school must be modest and respectful of our Catholic values. This means that shorts must be an acceptable length. No spaghetti straps, backless or muscle styles tops are not to be worn. Inappropriate slogans and symbols on clothing are not allowed. Caps and hats are removed when inside the school.

### VISITORS TO THE SCHOOL

In order to protect our students we insist **all visitors** report to the office. In addition, all school exit doors, except the front doors are locked during class times.

Parents and Volunteers are most welcome in the school at all times. However, please report to and sign in at the school office upon arrival and we will be more than happy to give directions, assistance, or information.

### ALLERGY SENSITIVE CLASSROOMS

There are students and staff at school who have a peanut, nut or other allergies, which may be life threatening. Epi pens are present at school for these persons. In support of this condition we encourage all parents, especially in classes where this allergy is present, to avoid sending peanut type foods in their snacks and lunches to school. Snacks such as whole nuts of various kinds, treats and cookies containing nuts must not be sent to school. In addition to this, please check with the classroom teacher before bringing in any treats for the class as healthy snacks are highly encouraged.

### MEDICATION

In accordance with School District Policy, we are not authorized to administer any medication unless specifically requested by the parents. Permission forms to administer medication are available at the school office.

### ACCIDENTS AND MEDICAL EMERGENCIES

When a child is injured at school, first aid will be administered by staff members. In case of a serious emergency, every attempt will be made to contact parents or emergency contacts by phone. Parents are asked to come to the school to take their child for medical treatment. **Accident Insurance** is available to all students at a low cost. Application forms may be picked up from the administration office early in the fall.

### EMERGENCY PREPAREDNESS PROGRAM

In the event of a school or community emergency safety procedures to follow are in place. Each classroom has an emergency folder containing escape routes, class lists, lock down, evacuation and fire drill procedures. These are practiced by the staff and students regularly throughout the school year.

## COMMUNICATION

### STUDENT AGENDAS

Student agendas are incorporated into the daily routine for all students enrolled in Grades 1-6. Students develop grade level appropriate study and organizational skills by keeping their agendas updated daily. When parents review and sign the agendas daily, these agendas become an important resource and communication link between the home and school.

## **SCHOOL HANDBOOK**

The information in the School handbook helps students and parents learn as much as possible about the services offered to students at St. Michael's School.

## **NEWSLETTERS AND CALENDARS**

Monthly calendars are sent home and are posted on the St. Michael's school web page monthly. From time to time, letters, notices, reminders and order forms are sent home with students or included in the daily agenda messages. Newsletters are made available to parents each month by being posted online. ([www.stmichaelsmh.ca](http://www.stmichaelsmh.ca))

## **SCHOOL PROGRAMS**

### **EARLY LEARNING PROGRAM (PRESCHOOL)**

St. Michael's School community-based preschool is designed to enhance children's learning in the areas of literacy, numeracy, social skills and spiritual development.

### **KINDERGARTEN PROGRAM**

The Kindergarten Program provides classes for children who are 5 years of age before March 1<sup>st</sup>. The expectation in the Kindergarten Program is to meet the social, physical, intellectual, cultural, spiritual and emotional needs of young children to provide a foundation for elementary schooling.

### **STUDENT PROGRAM (GRADES 1-6)**

Alberta Education outlines the **Program of Studies** for students. Catholic Parent Handbooks are available at the Curriculum Night that is held at St. Michael's in September of every year or on the Alberta Education website: <http://www.education.gov.ab.ca/parents/handbooks/srcath.pdf>. Students will receive 968 hours of instruction during the school year. This includes daily religious education, (DPA) daily physical activity, music and fine arts programming.

Our Catholic faith permeates through curricular and extracurricular aspects of learning for all students at St. Michael's School. Liturgical celebrations, school assemblies and monthly themes based on virtues showing our "Love of God and love of others", contribute to the spiritual and social dimensions necessary for well-rounded Catholic educational experiences for our students.

The religion program follows the Born of the Spirit series at each grade level. Children participating in sacramental preparations for the Sacraments of First Holy Communion, and First Reconciliation should register with St. Patrick's or Holy Family Parish offices. Both parishes have an information bulletin board in the front hallway of St. Michael's School.

In consultation with parents, **Individualized Program Plans** are developed for all students with specific educational needs. **IEPTs** are comprehensive plans that include specific goals, strategies, evaluation and transition plans.

## **PARENT VOLUNTEERS**

The students of our school benefit from the great support they receive from our school community guests and sponsors and especially from parent volunteers. We encourage parents to volunteer. Students and staff appreciate volunteers for their generous gifts of talent, service and time.

## **STUDENT LEARNING AND EVALUATION**

### **PROGRESS REPORTS AND REPORT CARDS**

Progress reports and report cards are prepared three times a year: mid November, mid March and the last day of school in June.

### **PARENT TEACHER CONFERENCES**

Parent teacher conferences are scheduled for mid November and mid March. Student achievement and student success are the primary topics of the conferences. In addition, parents are encouraged to maintain close contact with their child's teacher and the school with questions or concerns.

## **STUDENT RECOGNITION**

Every classroom teacher, in a variety of ways, gives recognition to students on a regular basis.

We are very proud of our students' individual trophies, medals or other accomplishments in our wider community. This recognition takes place regularly during our weekly assemblies.

## **SAFETY AND SUPERVISION**

### **CLOSED CAMPUS**

Students are not permitted to leave the school or grounds before their regular dismissal time without prior approval from their parent or guardian. Please report to the office to sign out your child for medical and other appointments. For student safety at all times please notify us if alternate arrangements have been made for your child's departure.

## **SUPERVISION**

Supervision at the bus stop area and playground area is provided beginning at 8:25 a.m. Weather permitting, all students (grades 1-6) play outside until the first bell ring. Playground and lunch supervision is provided during morning recess and during the noon hour. Students remain in their own classrooms to eat their lunch. Bus stop supervision is provided until 3:20 p.m.

## **PARKING ZONES AND CROSSWALK**

For the safety of our students, parents are asked to keep handicapped and bus zones open. In the spring of 2010 a crosswalk was installed across Black Blvd. Older students assist as patrollers before and after school.

## **SCHOOL ATTENDANCE AND LATES**

It is very important that students attend school every day. Parents should phone the school when their child is absent. Please phone 403-527-7242 before 9:00 a.m. or 1:00 p.m. Like absences, lates can be disruptive to your child's education. Please help us by making sure your child gets up in time to dress, eat breakfast, and get to school by his scheduled class time. If your child is late due to a medical or dental appointment, please send a note.

## **STUDENT RESPONSIBILITIES:**

Students are expected to conduct themselves in a manner befitting a Catholic School. Students must:

- a) show respect for other students and adults working in the school;
- b) show respect for school and other students' property;
- c) use appropriate language;
- d) wear modest respectable clothing and maintain a neat and tidy appearance;
- e) remove caps on entering the school

## **STUDENT CONDUCT ON SCHOOL BUSES**

Southland Bus Transportation will be providing transportation to those students. For information, regarding pickup times and locations please contact Southland Transportation at 403-526-4655. The Medicine Hat Catholic Board of Education expects all students being transported to follow these rules for school bus passengers:

### **While on the bus:**

- a. The driver is in full charge of the school bus at all times and students must obey the driver promptly and cheerfully.

- b. The driver may assign a seat for which the student will be held responsible and he or she will retain this seat until directed otherwise by the driver.
- c. Students must be on time and waiting in an orderly manner at the bus stop.
- d. Unnecessary conversation with the driver is prohibited.
- e. Classroom conduct is to be observed on the bus and any disturbance that may take the driver's attention and endanger the safe operation of the bus is prohibited.
- f. There is no smoking or the use of alcohol or drugs on any school bus.
- g. Students must not litter the bus or throw any articles out of the bus windows.
- h. Students must not extend any part of their body out of the windows.
- i. Students must remain seated while the bus is in motion.
- j. Skates must have skate guards or be in a canvas backpack.

## **GENERAL INFORMATION**

### **Milk Program**

The school operates a milk program. Ordering occurs on a two-month basis. A letter outlining details for ordering milk will be sent home bi-monthly.

### **School Nurse**

The Community Health Services of the Palliser Health Authority keeps a record of every student's Immunization Record. Periodic visits are made by the Public Health Nurses. Before immunization takes place, parents must sign a consent form.

### **Counselling support**

Mental Health Consultants from Palliser Health Region's Southeastern Alberta Student Health Partnership are available to help students that require counselling in the areas of behavioural/emotional health. Referral forms are available from teachers and the school office.

### **Bicycles/Skateboards/In-Line Skates/Toys**

Bicycles must be clearly identified before they are brought to school. Bicycles are to be parked and locked in the bike rack. Bike helmets should be brought into the school. Students must walk their bicycles while on school property. Skateboards, In-line skates, roller blades and roller footwear are not allowed in school. To prevent loss and damage to toys and trading cards, do not bring them to school.

**Electronics**

Students may not bring the following items to school without the permission of the Principal: electronic games, e.g. game boy, cell phones, pagers, cameras, MP3 players, CD players and I Pod.

**2015-2016 EVENTS CALENDAR**

September 2 ..... School Opening Day  
September 8 ..... First day for Kindergarten  
September 23 ..... School Photos  
September 29 ..... St. Michael's Feast Day  
October 12 ..... Thanksgiving Day  
November 3 ..... Picture retakes  
November 11 ..... Remembrance Day  
December 18-Jan. 3 ..... Christmas Vacation  
February 15-19 ..... Family Week  
March 25 – April 3 ..... Easter Vacation  
May 23 ..... Victoria Day  
June 24 ..... Last Day for Kindergarten  
June 28 ..... Last Day and Report Cards



*St. Michael's School*

*865 Black Blud. NW*

*Medicine Hat, AT T1A 7B5*

